

Chief Administrative Officer

Rothesay

New Brunswick



Rothesay, New Brunswick, is situated in the Kennebecasis Valley, a quick 15-minute drive east from the City of Saint John. The Town of approximately 11,977 (2021 census) is one of the most attractive living environments in Atlantic Canada and seeks to provide exemplary levels of service to its citizens. It is a quiet suburban community that has something to offer children and adults of all ages.

Rothesay is proud of its exceptional employee retention. Our retiring CAO has dedicated over 25 years of service, and our Mayor is now in her second successful term. Join a community where commitment and stability are highly valued!

The Opportunity

Accountable to the Mayor and Council, the Chief Administrative Officer ("**CAO**") is the senior management position responsible for the strategic leadership and efficient delivery of all Rothesay's administrative and operational services. The CAO provides highly effective advice, guidance and support to the Mayor, Council and its Committees in developing and implementing policies and strategies that address the unique qualities and business growth needs of Rothesay.

Who You Are

The ideal candidate is strategic, principled and a collaborative leader with a proven track record of results and accomplishments in municipal government or a related environment. You have exceptional communication skills, political and financial acumen, and the ability to foster partnerships of diverse stakeholders while engaging and inspiring employees and ensuring service excellence. As the key advisor to Council, you will have the vision to develop and implement operational plans and ensure that coordination of services align with and support our strategic priorities. You will work to promote the growth and development of Rothesay and ensure the effective utilization of resources while focusing on priorities established by Council.

Leading a talented team of employees, and working in a unionized environment, the ideal candidate will guide and inspire a dedicated workforce, fostering a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning Rothesay as an employer of choice. Drawing upon your extensive experience of the principles, practices and techniques of public administration, you are guided by the *Local Governance Act* in your role.

Qualifications

- Post-secondary degree in Public Administration or equivalent;
- 5 years' management experience within a progressive and growing environment;
- 10 years' experience working in a municipal services setting is preferable

To apply for this unique leadership opportunity, please submit your application to tanya.tynski@mcadvisory.com and ***state the title of the position in the subject line of your e-mail.***

Salary Range: \$150,000 - \$160,000